

Business Strategies Coordinator- Office of Workforce Development

To apply email cover letter and resume to Director, Nadiyah Coleman, at nmcoleman@nola.gov . The email subject line should read: Business Strategies Coordinator.

Basic Function

To plan and implement strategies to effectively and efficiently provide workforce development services to business customers.

Position Responsibilities

1. Develop strategies for providing workforce development services to business customers.
2. Assist employers with the development and implementation of workforce development and economic development strategies.
3. Coordinate employee recruitment strategies for City projects.
4. Serve as the liaison between the JOB1 Operator and City contractors for employee recruitment initiatives for City projects.
5. Provide technical assistance to the JOB1 Operator in relation to service delivery to employers.
6. Serve as staff to the New Orleans Workforce Investment Board with expertise in high-growth/high demand industries, sector strategies, labor market information, best practices in business recruitment strategies, etc.
7. Coordinate informational sessions with employers and job seekers regarding high-demand/high-growth industries.
8. Assist in the research and formulation of policy recommendation and relations to service delivery for business customers.
9. Works with the OWD Compliance Officer to ensure that the JOB1 Operator provides services to employers that are compliant with federal, state, and local regulations.
10. Outreach to business organizations to engage employers in services provided through JOB1 Business and Career Solutions.
11. Assist the Director with the preparation of qualitative and quantitative reports as requested by City Officials, the Workforce Investment Board, and funding sources.
12. Research grant opportunities that could provide additional resources for employers-based training and skills training that would assist with providing employers with a skilled workforce for high-demand/high growth occupations.
13. Monitor City hiring initiatives. Ensure compliance to City ordinances, executive orders, and policies.
14. Other duties as assigned.

Skills and Abilities

1. Must be able to interact professionally and productively with City Officials and the business community leaders.
2. Must be able to market available workforce development resources to the business community.
3. Must possess excellent writing skills. A writing sample will be required.
4. Must possess excellent public speaking skills.
5. Must be able to work occasionally long or extended hours, including weekends.

Minimum Requirements

1. A Bachelors Degree in business or related field (a Master of Business Administration is preferred) with a minimum of five years business-related experience.
2. Experience working with the business community.
3. Grant writing experience preferred.
4. Knowledge of federal, state, and or local grant programs a plus.
5. Must be a resident of Orleans Parish.